	Technology Services Assets Team	SOP #	TS-AAS-AS-002
		Revision #	1
		Implementation Date	8/6/2015
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SOP Owner	Leonard Chance IV	Approval	L.Chance
SOP Name	Receive New Inventory from the Warehouse		

Standard Operating Procedure

1. Purpose

The purpose of this procedure is to establish a uniform process for receiving technology assets into the inventory of CFISD.

2. Scope

This procedure is for warehouse staff receiving and delivering inventory to campuses as well as the district staff members verifying inventory to their campus listing.


3. Prerequisites

Following the Process for Purchasing Technology.

4. Responsibilities


Warehouse staff will follow procedures for tag placement and recording technology asset details.

The Technology Services Assets Team is responsible for verifying on-site installation and recording asset details in TIPWeb-IT.

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5. Procedure

#	Step	Responsibility
1	The Warehouse verifies receipt of equipment by Purchase Order, site destination, and product quantity count.	Warehouse
2	Any excess inventory will be designated as surplus in the Warehouse.	Warehouse
3	The Warehouse will follow procedures distributed by the Technology Services Assets Team for asset tag placement on equipment.	Warehouse
4	<p>The Warehouse will record technology asset details in TIPWeb-IT within 5 working days of installation/delivery.</p> <p>For Non-E-rate funded technology assets, the vendor provided spreadsheet will include a list of inventory details to include at a minimum: Tag Number, Serial Number, Purchase Order Number, Make, Model, Site ID, Room ID, and Application Code.</p> <p><i>For E-Rate eligible technology assets, the vendor provided spreadsheet will include the above inventory details as well as: Invoice Number, Start Date of Installation, Completion Date of Installation, Funding Year, and Funding Request Number.</i></p>	Warehouse
5	<i>For E-Rate eligible technology assets, Warehouse will provide all signed delivery tickets and closing binder to both Technology Services Acquisitions and Technology Services Asset Team within 5 working days of installation/delivery.</i>	<i>Warehouse</i>
6	A Site to Site transfer will be initiated in TIPWeb-IT to the physical room location at the campus site where delivery of the technology asset will be made. This responsibility falls on the Technology Service Center (TSC) representative when the asset is delivered. If the room destination is unknown, the asset will be transferred to the Receiving Room of the campus, and a Room to Room transfer will be completed by the campus technician. Should any non-TSC representative pick the asset up directly from the warehouse, the transfer responsibility falls on them to complete to the physical room location.	Technology Service Technician

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7	If a computer is delivered by the TSC, the technician responsible for campus support will complete the imaging process.	Technology Service Technician
8	The warehouse or Technology Service Technician will initiate an iSupport ticket which includes the TIPWeb-IT transfer number, delivery location, and delivery signature.	Warehouse/ Technology Service Technician
9	During the summer months: The delivery staff member is responsible for immediately completing the transfer receipt of technology assets. Delivery will not be performed unless a key staff member at the school site is available (administrator, librarian, secretary, or designated staff).	Delivery Staff Member
10	<i>For E-Rate funded technology equipment, the Technology Services Assets Team or Technology Services Technician physically verifies the vendor inventory spreadsheet provided and signs vendor delivery tickets confirming receipt of installation and operation. Technology Services Assets Team ensures the E-Rate funding year of purchase and Funding Request Number (FRN) is clearly tagged permanently on each item.</i>	<i>Technology Services Assets Team</i>
11	It will be up to the campus Technology Service Technician to place the asset in its assigned location according to the procedure listed on SOP TS-AAS-AS-007.	Technology Service Technician
12	All of these steps must be completed to ensure that the items' locations are reflected accurately in the inventory management system	Technology Service Technician